



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



ORGANIZATIONAL DEVELOPMENT & TRAINING SPECIALIST

\$55,357 - \$89,778 ANNUALLY

DESCRIPTION OF DUTIES: This position is responsible for the development, instruction, administration, employee counseling, management, research, planning, implementation, monitoring, and evaluation of varied training programs. Other responsibilities include consulting with department heads and supervisors to determine their training needs and priorities; evaluating on-going programs, recommending additional training, performing need assessments, planning development of new programs, revising existing programs, and maintaining contacts with educational resources, as well as private sector training agencies. Emphasis of the work is on the coordination of training programs which meet departmental and City-wide needs.

REQUIREMENTS: Bachelor's degree from an accredited college or university with major course work in education, personnel administration or a related field and three (3) years progressive work experience in organizational development and training; or an equivalent combination of education and experience. Experience may substitute for education on a year-for-year basis.

DESIRES: Knowledge of current techniques, methods, and practices in adult education; including general adult educational theories and principles. Knowledge of local educational resources, college curricula, planning, implementation, and instruction of training programs utilizing good judgment and professional knowledge of training programs. Knowledge of the content and scheduling of centralized training programs, supervisory principles, techniques and procedures. Ability to conduct effective seminars and discussion sessions, evaluate training accomplishments and recommend alternatives. Ability to provide comprehensive advice to employees and supervisors concerning educational requirements, training for career progression, job performance improvement, and fulfillment of departmental training needs. Ability to prepare complete comprehensive narrative and statistical training reports, and communicate effectively both written and verbal. Other desires include maintaining effective working relationships with management, employees, and City officials.

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
ATTENTION: ODTS-ANN

CLASS NO: **1710**
UC NO: **0373UO**